

**SELECTION OF JUNIOR ADMINISTRATIVE ASSISTANTS/STENOGRAPHERS FOR
BOARD OF SECONDARY EDUCATION, ASSAM (SEBA)**

The Board of Secondary Education, Assam (SEBA), which is a statutory autonomous body created to oversee the qualitative aspect of Secondary Education in the State of Assam, now proposes to recruit personnel to fill up the following posts of JAAs/Stenos and invites application from eligible candidates for the same. The posts are:

1. Junior Administrative Assistants: Accounts - 3
2. Junior Administrative Assistants: IT - 3
3. Junior Administrative Assistants: Examination/Technical - 3
4. Junior Administrative Assistants: Administration/Academic-4
5. Stenographers-2

Qualifications:

JAA (Accounts) – Graduates in Commerce with Accountancy Major

JAA (IT) – BCA or Graduates with major in Computer Science/IT

JAA (E/T) – Graduates with Mathematics as one of the subjects

JAA (A/A) – Graduates with good command of English language and communication ability

Stenographers – Graduates with Diploma in Stenography

All applicants MUST have minimum 45% in graduation and must be well-versed and adept in handling computers, especially with software normally used in offices.

Note:

1. Selection of JAAs will be through a written test to be held in Guwahati. Candidates shortlisted after written test will have to appear in a computer test followed by Personal Interview to be conducted by a Selection panel.
2. Applicants for the post of Stenographers will have to appear in a Stenography Test. Candidates shortlisted from this will be subjected to a Computer test followed by personal interview by a selection Panel.
3. No TA/DA will be paid to the applicants for undergoing the selection process.
4. The posts are temporary, likely to be made permanent. Selected candidates will have to be on probation for one year.
5. The above posts will be in the Pay-band of Rs. 5200-20200 with grade pay of Rs. 2500.
6. Applications must be made in the Application Form that can be downloaded from this website. The application form must be filled up by the candidate in his/her own handwriting. No other application form will be accepted.
7. Decision of the Selection Committee will be final. Canvassing in any form will render the application of the candidate ineligible.
8. Candidate must be within 18 to 37 years of age as on 01-01-2012. For SC/ST candidates, upper age limit will be enhanced to 42 years.